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June 14, 2006

TO: Transportation Authority Board of Commissioners

FROM: Dianne Steinhauser

RE: Strategy 4, Crossing Guard Program – Implementation Policies –
Agenda Item 8

Dear Commissioners:

Executive Summary

The TAM Crossing Guard program will provide trained crossing guards for critical intersections throughout Marin County. The program will be implemented based upon requirements contained in the Expenditure Plan and the policies and procedures that were developed as the program was developed over the past year, and accepted by the TAM Board in February 2006. This provides a summary of those policies and procedures adopted by TAM to guide this program.

The TAM Crossing Guard program will provide trained crossing guards for Marin County's most critical intersections. The Public Works Directors (MPWA) and the TAM Technical Advisory Committee (TAC) have established evaluation criteria and evaluated and prioritized requested crossing guard locations. The evaluation criteria is based on the California Manual on Uniform Traffic Devices, Part 7, Traffic Control for School Areas, and is generally used throughout California for evaluating if crossing guards are warranted. Based on this information, they have recommended to the Authority crossing guard locations to be funded under the Program. To assist in the evaluation process, surveys were sent to Marin schools and local jurisdictions, and then school pedestrian and vehicle data was collected at the requested crossing guard locations during October and November 2005, and during May 2006. The TAC presented their recommendations for crossing guard locations to be funded by the TAM program in February 2006. Additional locations will be recommended to the Board following the May 2006 data collection. The Program will be implemented at the start of the 2006 – 07 school year.

The program will be implemented based on several policy guidelines. The policies were presented to the Executive Committee in January 2006 and

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the TAM Board in February 2006, who concurred with the approach. The policies are:

- TAM will administer the Crossing Guard Program under a single crossing guard contract.
- TAM will administer the Program providing oversight and contract management.
- TAM will be responsible for the accountability of the Program. In this role, TAM will monitor the funded crossing guard locations to ensure that they continue to meet the criteria established by the TAC.
- Using the established criteria, TAM will evaluate crossing guard locations that may be requested in the future.
- Once a guard is in place at a location the meets the MPWA/TAC criteria, a three year funding commitment would be made.
- Crossing guard pilot programs may be established when the requested crossing guard location does not fully satisfy “qualifying” the MPWA/TAC criteria, but other factors indicate that a crossing guard may be warranted. Pilot programs will be monitored periodically during the year to determine their effectiveness.
- Re-assessment of the crossing guard program would be on a three to six year cycle. The reassessment process would be conducted with the MPWA and TAC determining prioritization of the crossing guard locations based on updated traffic and school pedestrian data.
- For approved locations that are currently staffed by volunteers, school employees or other professional (hired) guards, the opportunity to augment these services under the TAM Crossing Guard Program would be available, allowing the schools’ resources to be re-allocated. The schools would be able to re-deploy resources to other locations or to uses consistent with TAM’s overall goal of providing safer access to schools.
- Approved locations that are currently staffed by volunteer crossing guards can choose to be incorporated into the TAM program – using professional crossing guards at the approved locations and re-deploying the volunteers to other locations. If the school or local jurisdiction decides to continue with their volunteer program at approved locations, the funds would be applied to another school meeting the criteria.
- Schools that currently use paid staff (school employees or paid guards) can choose to be incorporated into the crossing guard program – using professional crossing guards at approved locations and re-deploying paid staff to other locations. Of the 38 schools that responded to the crossing guard survey, 15 use school employees or paid guards for crossing guard services.

Since that time, the TAM Board has questioned whether the contractor can hire the volunteers that have been already working at the school. We have found out that the proposed contractor will be recruiting crossing guard staff from existing crossing guard volunteers and employees. These volunteers, employees and other potential crossing guard staff will be subject to the successful completion of the Department of Justice criminal background check and the contractor’s training program.